

## A/E Selection Guide Exhibit X – Contracting Officer Briefing Memorandum

# Memorandum

**DATE:**

**FROM:** Contracting Officer, Engineering Services Seattle

**TO:** Selection Board Chairperson

**SUBJECT:** [solicitation number], [project title] -  
Evaluation of Qualification Statements

You will be provided the SF 254/255 submittals and a list of firms responding to the subject project's CBD synopsis by the deadline specified in the CBD synopsis. You and the selection board members must remember (1) the need to preserve the integrity of the source selection process and (2) the requirement for an A-E Selection report.

### Responsibilities

1) Selection board members may not have any conflict of interest in an application or proposal for which he/she provides an evaluation. All circumstances that might introduce into the review process any conflict of interest, or any prejudices, biases, or predispositions, on the part of the reviewer must be avoided. Each reviewer should immediately notify the Contracting Officer upon realizing at any time during the review process that he/she has a conflict of interest with respect to any of the A-E firms being evaluated. The attached copies of the HHS Standards of Conduct (45 CFR Part 73) and 18 USC 208 should be provided to each board member prior to the start of the review process.

2) Personnel participating in the evaluation process must not discuss or reveal information concerning the evaluations except to an individual participating in the same evaluation proceedings, and then only to the extent that the information is required in connection with the proceedings. Divulging information during the evaluation, selection, and negotiation phases of the acquisition to offerors or to personnel not having a need to know could jeopardize the resultant award. Therefore, personnel participating in the evaluations must observe these restrictions and understand that unauthorized disclosure of information, no matter how innocent, could compromise the acquisition process and is prohibited.

### Rating and ranking proposals

The evaluators will individually read each proposal, indicate tentative strengths and weaknesses in the remarks section, and develop preliminary scores in relation to each evaluation criterion set forth in the CBD synopsis using the rating sheets provided by the board chairman. Remarks are mandatory for any score of (a) 3 or less, or (b) 8 or more. After this has been accomplished, the evaluators may discuss in detail the individual strengths and weaknesses described by each evaluator and, if possible, arrive at a common understanding of the major strengths and weaknesses. Each evaluator will then finalize their score for each proposal. The evaluators should also identify any proposal deemed unqualified. Then the board chairman will rank the proposals on the summary score sheet. Ranking will be determined by the methods indicated on the summary score sheets. Predetermined cutoff scores shall not be employed for determining either unqualified firms or firms to be short-listed.

### A/E Selection Report

The A/E Selection report shall be prepared using the scores and remarks from the individual rating sheets, and furnished to the [selection authority] by the chairperson and maintained as a permanent record in the contract file. The report must include the ranking of the proposals, a narrative evaluation specifying the strengths and weaknesses of each proposal, a copy of each individual rating sheet, and any reservations, qualifications, or areas to be addressed that might bear upon the selection for negotiation and award.

## **A/E Selection Guide Exhibit X – Contracting Officer Briefing Memorandum**

Concrete technical reasons supporting any determination of unqualified with regard to a proposal must also be included. A narrative A/E Selection report is necessary [both after the initial rating and after the interviews][only after the interviews].

Until the award is made, information concerning the acquisition must not be disclosed to any person not directly involved in the evaluation process without the Contracting Officer's approval.

Please provide each board member with a copy of this memo.

/s/Contracting Officer

Distribution List:

Board members

Contracting Officer

Tribal Officials